



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2083.2 DEBRIEF

Policy Directive: **20-34**

Effective Date: **November 2020**

Implements Policy: [2083](#)

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP provides steps for debriefing after a restrictive intervention has been implemented at SYSC.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Supervisor On-Duty or designee will debrief with all staff involved in a restrictive intervention before the end of their shift. This debrief will include:
 - A. An accounting of the incident, including what lead up to the incident and what attempts were made to de-escalate the youth before utilizing a restrictive intervention;
 - B. Discussion with staff as to how they are coping with the incident; and
 - C. Support to staff as appropriate, including assisting staff in connecting with peer support if requested.
- II. From the debrief the Supervisor On-Duty will determine:
 - A. How staff are coping after the incident (for staff experiencing distress, the Unit Manager or designee will seek further guidance from the SYSC Administration);
 - B. If the intervention was consistent with SYSC policy and expected practice; and
 - C. If the Restrictive Intervention Report (Form 2082) and either the Moderate Incident Report (Form 2085) or the Major Incident Report (Form 2086) have been completed.
- III. All debriefings are noted on the SYSC Shift Summary Report (Form 2371) in YouthCenter.

Applicable Forms

Form	Title
2082	Restrictive Intervention Report
2085	Moderate Incident Report
2086	Major Incident Report
2371	SYSC Shift Summary Report

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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